

Self Service “My Biz” Module I, Chapter 2 Accessing My Information


Introduction

The Self Service Employee “My Biz” provides employees the ability to log into DCPDS and view their employment-related information. The following pages provide a brief overview of the new functionality.

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View My Information

The  [My Information](#) function will allow employees to view their employee related information.

General Information

Displays a summary of the employee's current position information. This information is viewable from any tab selected.



Department of Defense

GENERAL INFO: The information is current as of today's date.

Organization	AF AUDIT AGENCY AF06AU06F4Q701	Job Title	Auditing (0511)
Position	.SUPV AUDITOR. .AF06.APPR	Grade/Pay Band	YC-02
Total Salary	103,435.00 USD	Step or Rate	00
Email Address	firstname.lastname@army.mil	Office Symbol	AFAA14

Figure 1

Show/Hide Information

→ Show

Details	Appraisal Start Date	Appraisal Type	Rating of Record	Date Effective
▶ Show	31-Mar-2005	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv	01-Jun-2005

Figure 2

A “Show” folder will be displayed when there is additional information available for display. Click the “+” sign to open the folder and view the additional data elements.

→ Hide

Details	Appraisal Start Date	Appraisal Type	Rating of Record	Date Effective
▼ Hide	31-Mar-2005	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv	01-Jun-2005
Date Effective		01-Jun-2005		
Date Initial Appraisal Due	Date Due		31-Mar-2005	
Organization Structure ID	Unit		AU06F4Q7	
Pay Plan/Pay Schedule	Office Symbol		AFAA14	
Optional Information	Grade/Pay Band		14	
		898988888		

Figure 3

Once you finish viewing the information, click the “-” sign to close the folder.

Information Tabs - The following is a list of the Tabs and information available under each.

Appointment Tab contains current appointment information.

Appointment				Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.									
Details Effective Date				Job	Grade/Pay Band		Step or Rate		
▼ Hide 05-Dec-2006				Auditing (0511)	YC-02		00		
Employment Work Schedule F - Full-Time Part-Time Hours Biweekly Pay Rate Determinant 0 - Regular Rate WGI Due Date WGI Pay Date Last Equivalent Increase 24-Aug-2006 Key Emergency Essential Empl Not Assigned to Key Emergency Tenure 1 - Permanent - Tenure Group 1 Annuitant Indicator 9 - Not Applicable Employee Position Assignment NTE Start Date Date Arrived Personnel Office 22-Mar-1992 Leave Without Pay Start Date Assignment NTE Date Sabbatical Start Date Leave Without Pay End Date Sabbatical End Date Email Address jane.doe@army.mil									

Figure 4

Position Tab contains the employee's position information.

Appointment		Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.							
Details	Effective Date	Position Name	Organization	Grade/Pay Band	Job Title	Target Grade	Office Symbol
▶ Show	24-Aug-2006	123456 SUPV AUDITOR. 111111	AF06 APPR AF AUDIT AGENCY AF06AU06F4Q701	YC-02	Auditing (0511)	YC-02	AFAA14
▶ Show	05-Oct-2003	234555 SUPERVISORY AUDITOR. 222222	AF06 APPR AF AUDIT AGENCY AF06AU06F4Q701	GS-14	Auditing (0511)	GS-14	AFAA14
Language Details							
Language Identifier	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency		
No data exists.							

Figure 5

Personal Tab contains employee specific information.

Appointment		Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.							
Details As Of Effective Date							
▼ Hide 18-Oct-2006							
SCD Leave		27-Jun-1976	Social Security Number		123-45-6789		
Date Of Birth		26-Nov-1950	Gender		M		
Race or National Origin		E - White, not of Hispanic origin	Handicap		84 - Diabetes		
Citizenship		1 - U.S. Citizen, includes U.S. Nationals	Date Last Promotion		05-Oct-2003		
Agency Code Transfer From		Y - Yes	Veterans Preference		2 - 5-Point		
Veterans Preference for RIF		Y - Yes	Veterans Status		V - Vietnam-Era Veteran		
Email Address		jane.doe@army.mil	Appointment Type		1A - Competitive - Career		
Current Appointment Authority (1)		AYM	Current Appointment Authority (2)		SCD Civilian		
Previous Retirement Coverage		Never Covered	SCD Retirement		19-Jan-1988		
SCD RIF		27-Jun-1976	Military Recall Status		Y - Not Applicable		
Reserve Category		IRR - Air Force	Uniform Service Component		Retirement Grade		
Date Retired Uniform Service			Exception Retirement Pay Ind		Frozen Service		
Uniform Service Designation			Date Conversion Career Due		1106		
Military Retirement Waiver Ind			Date Recmd Conversion Due		Date Prob/Trial Period Begins		
Creditable Military Service		1106	Ethnicity And Race		Hispanic-White		
Date Conversion Career Begins			SCD SES				
Date Recmd Conversion Due							
Date Prob/Trial Period Ends							
SCD Special Retirement							

Figure 6

Salary Tab contains the employee's pay related information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.						
<div> <div>Previous</div> <div>1-1</div> <div>Next 1</div> </div>						
Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay
Hide	01-Oct-2006	88,165.00	15,429.00	103,594.00	0.00	103,594.00
<div> <div>AUO</div> <div>AUO Premium Pay Indicator</div> <div>Availability Pay</div> <div>Availability Pay Premium Pay Indicator</div> <div>Retention Allowance</div> <div>Retention Allowance Percentage</div> <div>Supervisory Differential</div> </div>						

Figure 7

Benefits Tab contains the employee's benefits related information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.						
<div> <div>Previous</div> <div>1-1</div> <div>Next 1</div> </div>						
Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay
Hide	01-Oct-2006	88,165.00	15,429.00	103,594.00	0.00	103,594.00
<div> <div>AUO</div> <div>AUO Premium Pay Indicator</div> <div>Availability Pay</div> <div>Availability Pay Premium Pay Indicator</div> <div>Retention Allowance</div> <div>Retention Allowance Percentage</div> <div>Supervisory Differential</div> </div>						

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Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay
Hide	01-Oct-2006	88,165.00	15,429.00	103,594.00	0.00	103,594.00
<div> <div>AUO</div> <div>AUO Premium Pay Indicator</div> <div>Availability Pay</div> <div>Availability Pay Premium Pay Indicator</div> <div>Retention Allowance</div> <div>Retention Allowance Percentage</div> <div>Supervisory Differential</div> </div>						

Basic only 06-May-2001

☒ TIP OPM is in the process of changing the current Health Plan 3-digit code to a 7-digit code; therefore, if you selected a 3-digit code Health Plan, the text ap in the Enrollment column below may not be accurate. All Health Plan enrollment text changes will be included in Self Service once OPMs conversion is complete.

Health Benefits

Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay
Hide	01-Oct-2006	88,165.00	15,429.00	103,594.00	0.00	103,594.00
<div> <div>AUO</div> <div>AUO Premium Pay Indicator</div> <div>Availability Pay</div> <div>Availability Pay Premium Pay Indicator</div> <div>Retention Allowance</div> <div>Retention Allowance Percentage</div> <div>Supervisory Differential</div> </div>						

Thrift Saving Plan

Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay
Hide	01-Oct-2006	88,165.00	15,429.00	103,594.00	0.00	103,594.00
<div> <div>AUO</div> <div>AUO Premium Pay Indicator</div> <div>Availability Pay</div> <div>Availability Pay Premium Pay Indicator</div> <div>Retention Allowance</div> <div>Retention Allowance Percentage</div> <div>Supervisory Differential</div> </div>						

TSP Catch Up Contribution

Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay
Hide	01-Oct-2006	88,165.00	15,429.00	103,594.00	0.00	103,594.00
<div> <div>AUO</div> <div>AUO Premium Pay Indicator</div> <div>Availability Pay</div> <div>Availability Pay Premium Pay Indicator</div> <div>Retention Allowance</div> <div>Retention Allowance Percentage</div> <div>Supervisory Differential</div> </div>						

Retirement Plan

Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay
Hide	01-Oct-2006	88,165.00	15,429.00	103,594.00	0.00	103,594.00
<div> <div>AUO</div> <div>AUO Premium Pay Indicator</div> <div>Availability Pay</div> <div>Availability Pay Premium Pay Indicator</div> <div>Retention Allowance</div> <div>Retention Allowance Percentage</div> <div>Supervisory Differential</div> </div>						

Figure 8

Awards and Bonuses Tab displays the employee's award or bonus information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.						
<div> <div>Previous</div> <div>1-10</div> <div>Next 1</div> </div>						
Date Award Earned	Award Type	Amount or Hours	Award Percentage	Award Agency		
03-Feb-2006	Time Off Award	9		Department of the Air Force		
01-Jun-2005	Performance Award	2000		Department of the Air Force		
11-Dec-2003	Staff and Staff Team			Department of the Air Force		
07-Feb-2005	Time Off Award	9		Department of the Air Force		
23-Dec-2003	Time Off Award	9		Department of the Air Force		
03-Nov-2003	Notable Achievement Award	500		Department of the Air Force		
01-Jun-2003	Performance Award	1600		Department of the Air Force		
06-Jan-2003	Time Off Award	9		Department of the Air Force		
01-Jun-2002	Performance Award	1600		Department of the Air Force		
10-Dec-2001	Time Off Award	9		Department of the Air Force		

Figure 9

Performance Tab displays the employee's performance appraisal information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance	
The following section displays detailed historical information through today's date.							
Details	Appraisal Start Date	Appraisal Type	Rating of Record				Date Effective
▶ Show	31-Mar-2005	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv				01-Jun-20
▶ Show	31-Mar-2004	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv				01-Jun-20
▶ Show	31-Mar-2003	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv				01-Jun-20
▶ Show	31-Mar-2002	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv				01-Jun-20
▶ Show	01-Jun-2001	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv				01-Jun-20
▶ Show	01-Jun-2000	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv				01-Jun-20
▶ Show	01-Jun-1999	Annual Appraisal	Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv				01-Jun-19
▶ Show	01-Jun-1998	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv				01-Jun-19
▶ Show	01-Jun-1997	Annual Appraisal	Exc Expec, Exc Full Succ, Excel, High-Succ, High Effec, Succ Lvl 2 or Equiv				01-Jun-19
▶ Show	01-Sep-1996	Annual Appraisal	Exc Expec, Exc Full Succ, Excel, High-Succ, High Effec, Succ Lvl 2 or Equiv				01-Sep-19

Figure 10